

Secretariat Overview and Assignment



Agenda

- *Overview of the Secretariat*
- *Summary of the Operational Guidelines*
- *Assignment of Secretariat for the First Term of GIF*



GIF Charter: Responsibilities

Section 1.6.6

- 1. Organize GIF meetings***
- 2. Arrange special activities***
- 3. Process new member petitions***
- 4. Coordinate communications & activities***
- 5. Act as a central source of information***
- 6. Maintain procedures for key functions***
- 7. Perform other tasks as directed by the Policy Group***

Section 1.4

- Establish methods to facilitate collaborative R&D, including coordination through international groups such as the OECD NEA***



GIF Charter: Term Requirements

Section 1.6.8

“The Secretariat will be held by one of the Members and will be chosen by a consensus of the Members. The term of the Secretariat will be for two years and may be rotated or renewed for additional terms at the consensus of the Members.”



Evolving Activities of the Secretariat

Administrative

Ongoing

Meetings, teleconferences, etc.

Special activities, such as the Charter approval

Protocol

Increasing

External communications

New member petitions

Decisions on protocol

Roadmap

Temporary

Membership

Activities and communications

Coordination of R&D

Anticipated

Meetings, teleconferences, etc.



Overview of Operational Guidelines

Chairman for the GIF

A Policy Group member from the country hosting the Secretariat

Staff Director for the Secretariat

Designated by the GIF Chairman

New Member Procedure detailed in the Guidelines



Recommendations

Roadmap Activity

Policy Group involvement discussed at this meeting

Next Policy meeting recommended in June 2002

Coordination of R&D

Ask Experts Group to advise on collaborative R&D programs

Request NEA to prepare project coordination plan

Next Experts meeting in March 2002, possibly meeting every 6 months



Assignment of the Secretariat

- *Identification and Discussion of Candidates*
- *Poll of GIF Member Countries*

